Proposal Submission Procedure Frequently Asked Questions:

Q: Why is the policy changing?

A: KSU has seen unprecedented research growth creating a large volume of proposals for certain funding opportunities. To keep up with this growth and create transparency in the submission process, a standardized procedure was required. Additionally, this policy will help ensure we are submitting quality proposals to sponsors by avoiding last-minute submissions.

Q: What is considered a final proposal for routing?

A: The proposal should include all required documents for submission to the sponsor including but not limited to the research plan, project narrative, budget, budget justification, Biosketch, facilities and resources document, letters of support and a variety of other items that may be required by the sponsor. This does not include letters of support from the Office of Research, Provost, or President and any other documents that SPA must prepare for the submission.

Q: Why does SPA need final scientific documents at the time of routing?

A: As part of this new procedure, SPA is making service level promises to our faculty such as those receiving full review won't be rejected for non-compliance with sponsor guidelines. To make this promise, we need a final version of the administrative and scientific documents to ensure page limitations are met, all headers/sections appear in the project plan, that all required documents are included, etc.

Q: The program announcement doesn't have a listed deadline. What is considered the deadline under this procedure?

A: The deadline is considered to be the date entered into Cayuse and is the date you have set as the goal for submission to the sponsor.

Q: Why 5 business days?

A: This timeline is consistent with industry standards for many other Sponsored Program Administration offices across the country.

Q: Why does SPA need the documents so early?

A: Due to KSU's growth, some deadlines have many applications dues at the same time or within a short period of time. SPA requires adequate time to provide quality reviews, assist with any revisions

necessary, and provide time to obtain documents that may be unintentionally missing. Additionally, systems do encounter downtimes or technical issues arise and this timeline provides SPA with an opportunity to troubleshoot or submit tickets to sponsor systems prior to the deadline.

Q: Where should I upload my final scientific documents?

A: Please upload all final documents to the Attachments section of the Cayuse SP record.

Q: Does this mean no proposal submitted with full review will have an error?

A: This means that proposals reviewed under full review will have an opportunity to correct any errors or warnings that may occur when submitting to the sponsor, not that none will exist at any time in the submission process. When submitting an application in advance of the sponsor deadline, SPA has the ability to make corrections prior to that deadline should an error arise. Sponsors recognize that this may happen and have a system in place to correct applications if they are submitted prior to the deadline and the error is discovered within a specified timeframe.

Q: How will retroactive proposals be handed? (Those submitted to a sponsor without the necessary institutional approvals)

A: KSU may not be able to accept an award resulting from this kind of submission. These require an approved exception before it can be processed by SPA and will not take precedence over any proposals submitted in accordance with the set forth procedures. This includes any proposals that arrive with an award agreement or letter of funding.

Q: I would like to work on compiling data for the science portion of my proposal right up until the due date of the application. This may result in edits taking place prior to OSP's submission. If all the other administrative forms, including budget, are submitted within the 5 day policy, is this acceptable as a final version?

A: This is not acceptable. If the science is not complete within the policy timelines, the proposal is not considered final. While SPA is, of course, in support of submitting the most compelling proposal possible, it is important to remember that reading the science/narrative portion of the proposal is part of SPA's review.